

NIDC Community Improvement Project Grant 2020 Application & Guidelines



Engaging Community
Members

Helping
Improve Neighborhoods



**Neighborhood Improvement
Development Corporation**
In partnership with the City of Milwaukee



The Neighborhood Improvement Development Corporation (NIDC) is an affiliate of the City of Milwaukee Department of City Development. NIDC works with City departments, community agencies, and residents to improve Milwaukee neighborhoods.

What is a CIP ?

NIDC offers Community Improvement Project (CIP) grants to support community projects that **engage community members and physically improve neighborhoods** in Milwaukee. CIP grants are **not eligible** to be used to start a non-profit business, do commercial or personal property improvements, or be used as a payroll subsidy for volunteer or youth stipends. The CIP grants are **REIMBURSABLE** grants that require a dollar-for-dollar match from non-City funding sources.

The maximum CIP grant request available for a project is \$4,000. CIP grants should be limited to a specific area to maximize the impact they can have on a neighborhood. There are specific guidelines to follow when applying for a CIP grant. Please review all guidelines **thoroughly** before submitting an application.

Important things to know when applying for a CIP

- CIP grants are **REIMBURSABLE** matching grants and must be **FUNDED UPFRONT** by applicants after NIDC approval. With advance approval from NIDC, NIDC may agree to distribute CIP grant funds via 3rd party check directly to a vendor at the conclusion of a project. Direct pay requests **must** be clearly noted on the application, and it will be considered on a case-by-case basis.
- **Only** expenses **on** or **after** the date of NIDC grant approval will be considered eligible project expenses.
- Donated materials/goods may be counted as match in-kind contributions. A form to list value of any donation and acknowledgement from donor is required.
- Resident volunteer participation in a CIP project **does not** count as in-kind contribution.
- Projects that involve any display of political associations, religion, or derogatory references will not be supported by NIDC.
- All documents submitted to NIDC are subject to open records requests.
- All in-kind **PROFESSIONAL** services such as planning, design and consultation are limited to **20%** of the total project cost.
- Costs to the grantee for salaries/benefits/overhead for their own staff are **not eligible** project costs.
- City dollars **cannot** be used to reimburse the purchase of large removable equipment, tools, food or entertainment. However, if your group purchases these items, they may be considered part of your match contributions.
- Applicants planning to hire a contractor or vendor (e.g. construction work, electrical services, professional printing, landscaping, etc.) on a CIP project are required to submit at least **two written** estimates/bids for the exact proposed work with the CIP application if the cost of services is more than \$1,000.
- Applicants must obtain permission (**in writing**) for land use and/or project implementation.
- Whenever possible applicants should use neighborhood based or City of Milwaukee based vendors and/or contractors.
- Projects are expected to follow **approved** timelines.
- **Any** changes made to project scope, budget or timeline must be submitted to NIDC for review and approval **prior** to the change occurring.
- NIDC and/or City of Milwaukee support should be acknowledged on all flyers, applications, brochures and promotional. **Policy adherence required.**
- Grantees are expected to advise NIDC directly of project opening celebration, launch, press and media events related to CIP projects. **Policy adherence required.**



How to Apply

Interested residents, groups and organizations are **required** to attend a CIP Orientation session **before** applying. Applicants **must use current year NIDC application forms**, in order for it to be reviewed. Old forms used will not be accepted. Completed applications may be submitted to NIDC via U.S. Mail, email, or in person delivery.

Complete applications should include:

- ❑ A concise description of what the NIDC grant will be used to build, create or implement (application items #1-3).
- ❑ A timeline of project implementation and completion (application item #4).
- ❑ A detailed budget of **all** expected expenses (application item #5; see example below).
- ❑ A list of project funds, including matching funds (application item #6; see example below).
- ❑ You may **handwrite** your application instead of typing it.

Example below how to correctly complete line items #5 and #6.

5. Provide a budget for your project	
Expense Item	TOTAL COST
Artist Fee	1,000.00
Printing	\$200.00
Supplies (paint, gloves, brushes)	\$300.00
Food for Celebration	\$200.00
TOTALS:	\$ 1,700.00

6. Funding Sources	
Source	Amount
NIDC	850.00
Resident financial Contributions	150.00
XYZ Bank Grant	700.00
TOTALS:	\$ 1,700.00

The totals for #5 and #6 must match.



Approval and Reporting Process

Applications are due every **1st and 3rd Wednesday** of the month. Applications must be submitted by **12:00 pm Wednesday afternoon** to be considered for review during that grant cycle.

1. NIDC Community Outreach Liaison will review the CIP application and contact the primary contact listed on the application with clarifying questions or to request additional supporting documentation.
2. ARC will review the proposal and grant request.
3. If the project is approved, NIDC will provide a Memo of Understanding (contract) to the grantee for signature.
4. When the project is completed a **final report and reimbursement request must be submitted using only forms provided by NIDC** no later than 30 calendar days after the Project Completion Date. Grantees are responsible for attending a final reporting session (optional).
5. The report should include all project expenses (**including original receipts/paid invoices and copies of canceled checks**) and a narrative describing the outcomes of the project, including documentation of donated goods and/or services. ***Cash purchases are not allowed**
6. The report should include photos of project activities and transferable in electronic format acceptable to NIDC (including photo CD, USB drive or email), all expenses and receipts must be submitted once the project is completed. A cancelled check is the front and back of the check showing it has been cashed/deposited.

Anyone who requires an auxiliary aid or service should contract the City of Milwaukee ADA Coordinator at (414) 286-3475 or ADACoordinator@milwaukee.gov as soon as possible, but no later than 72 hours before the scheduled event.



For assistance applying for an NIDC CIP grant or for more information contact:

NIDC • (414) 286-5682 • CommunityOutreach@milwaukee.gov

www.milwaukee.gov/CIPs